



JOB DESCRIPTION

Title: **ADMINISTRATIVE ASSISTANT**
Department: Mayor
Class Code: 0625
FLSA Status: Non-Exempt
Effective Date: July 1, 1998 (Rev 6/02)
Grade Number: 14

GENERAL PURPOSE

At the direction of the Chief of Staff: provides daily administrative and office support; coordinates appointment process for Boards and Commissions; prepares paperwork forwarded to City Council office for council action; assists with special projects and events; handles accounts payable. This is a highly confidential position for the Mayor and Chief of Staff.

EXAMPLE OF DUTIES

- *-- Provides calendar management and coordination of logistics for each activity; returns phone calls and assists people with information; represents the Mayor and Chief of Staff appropriately to constituents; handles a variety of paperwork including correspondence, items for marriage ceremonies, special requests, etc. Assists with the development of oral and written reports and presentations as necessary. Supports Front Office Coordinator in answering phones and handling front office area. Attends Department Head Meetings. Coordinates travel arrangements and travel itinerary.
- *-- Oversees ongoing appointments to city advisory boards, ad hoc boards, special commissions and task forces. Assures timely appointments and reappointments, arranges interviews with Mayor and assures paperwork is done properly and forwarded to Council. Prepares certificates. Keeps a list of all names considerable for appointment. Maintains database of appointments. Oversees all arrangements for the board and Commissions dinner.
- *-- Assures items forwarded from the Mayor to the City Council for action are properly completed. Assures paperwork from Department Heads and City Attorney's office accompanies a council action request form and is properly filled out; prepares paperwork on board appointments; prepares paperwork on proclamations and resolutions; makes appropriate copies and delivers to council on time.

Administrative Assistant
Page 2

- *-- May serve as Mayor's Office representative on committees when assigned; provides staff support to commissions formed by the Mayor; works with Chief of Staff on special projects and performs other duties as assigned.
- *-- Submits invoices for payment; submits receipts for reimbursement; purchases office supplies; oversees maintenance of office equipment.
- Performs a variety of other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited college with at least an associates degree in Public Administration, Business Management, Communications, Political Science, Behavioral Science, or related discipline plus three (3) years of related experience and/or equivalent combination of education or experience.

Special Requirements

- Experience with office machines, preferably word processors, spreadsheet programs and a general working knowledge of computers.
- At least six months experience in word processing (IBM, AS/400, Word for Windows desired).
- Typing speed of 50 net words per minute or better.
- Attendance at some night meetings and irregular work hours may be required.

Necessary Knowledge, Skills and Abilities

- Knowledge of modern office practice and procedures; considerable knowledge of filing; considerable knowledge of business English and arithmetic, spelling, punctuation and vocabulary.
- Knowledge of state and local government processes and community organization/planning.
- Ability to establish and maintain strong working relationships with all levels of city staff and management in the public and private sectors.
- Ability to communicate effectively both in writing and orally and demonstrate public presentation skills.

TOOLS & EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and database software; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to walk and stand and occasionally required to climb or balance.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Intermittent exposure to stressful situations involving deadlines.
- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.